



# **SW AP315B: Interface Expense Processing**

Web Based Training



# Welcome

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Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will show you the Expenses functional area.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See the Cardinal Statewide Security Handbook for a list of available roles and descriptions.





# Course Objectives

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After completing this course, you will be able to:

- Understand key travel and expense concepts
- Understand the business processes in the Expenses module
- Explain the processes for interfaced cash advances and expense reports
- Create and submit a Cash Advance request online
- View Cash Advance status
- Create and submit an Expense Report online
- View Expense Report status
- Access key reports, queries and online inquiries

Assessment questions will check for your understanding.





# Introduction

The Accounts Payable functional area of Cardinal is composed of two modules:

## Accounts Payable

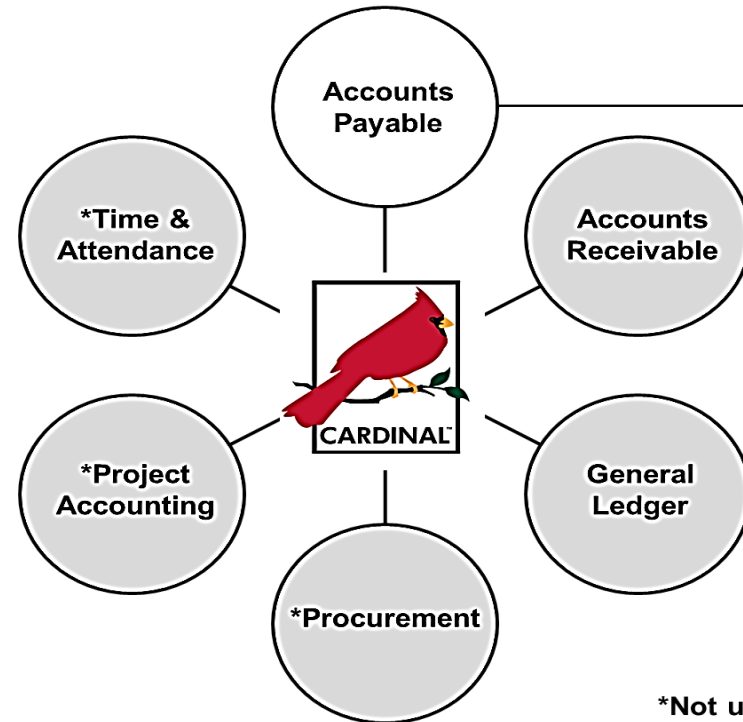
The Accounts Payable (AP) module processes payments to vendors for goods and/or services received.

## Expenses

Payments to employees for non-salary related items (i.e., travel and other business expense reimbursements) are made through the Expenses module.

This course will focus on processing employee expenses for interfacing agencies.

## Cardinal Functional Areas



## Modules

	Accounts Payable	
	Expenses	

\*Not used by all state agencies



# Lesson 1: Processing Employee Expenses Overview

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In this lesson, you will learn about the following topics:

- Key Concepts
- Expenses Process



# Key Concepts

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Some key concepts in processing travel and expenses include:

- **Accounts Payable (AP) Vouchers:** Cardinal does not use AP vouchers to reimburse your agency employees. In Cardinal, employee reimbursements for your agency employees are processed directly through the Expenses module. Employees are not set up as vendors in Cardinal when being reimbursed by their agency.
- **Employee Profile Update:** A profile must exist for an employee prior to an employee being reimbursed, or being granted access to Cardinal. Employee profiles house important organizational data such as business unit, department, and default ChartFields. Profiles also contain EDI banking information if applicable. EDI information is added / updated through a daily interface from the Commonwealth Integrated Payroll Personnel System (CIPPS).
- **Proxy / Authorized User:** In Cardinal, a proxy (proxies) is assigned to enter employee expense transactions. Most employees will have proxies other than themselves who will enter and process their expense related transactions.
- **Attachment Capability:** In Cardinal, you can add attachments (such as scanned receipts) to Travel Authorizations, Cash Advance requests, or Expense Reports. Note that the scanned documents do not serve as official documentation for auditing purposes, so the original hard copy of the documents must be maintained.



## Key Concepts (continued)

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- **Applying Cash Advances:** As a Cardinal Expenses user, you apply any Cash Advances to the employee against the related Expense Report that is filed after the travel is completed. Cardinal then calculates the amount owed back to the employee or the amount owed to the Commonwealth.
- **Workflow:** Workflow routes items to the designated approver's / approvers' worklist and describes the path of approvers required for an item to continue being processed in Cardinal.
- **Accounting Distribution:** ChartField string that defines how a transaction is charged (i.e., which fund, account, program, department, etc.).
- **Payment Check Cashing:** A process that ensures all payments, including vouchers, employee expenses and cash advances, are checked against available cash before being released for payment each night.



# Proxies

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In Cardinal, you must be a proxy (authorized user) in order to create, update or view expense transactions for that employee. Only a proxy can create or view Travel Authorizations, Cash Advances and Expense Reports.

Some agency employees may serve as proxies for themselves and create their own expense transactions. In other instances, one or more employees may serve as proxies for other agency employees. Only proxies can access expense transactions.

The proxy enters all expense related information in the system including Travel Authorizations, Cash Advances and Expense Reports. Agencies' policies and procedures determine how the expense information is provided to the proxy for their employees. For example, an agency may have a specific form that is used to record the transactions or use the forms that are available on the Statewide Cardinal Website.





# Expenses Processing Overview

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## **Travel Authorizations Processing**

If a Travel Authorization is required by State and/or Agency policy, interfacing agencies have the option of deciding whether to use an internal agency process or entering online in Cardinal. Travel Authorizations are used as a means of approving employees' plans to travel and/or incur related expenses.

Online Travel Authorizations entered in Cardinal must be entered and approved prior to travel. Cardinal does not allow authorization of trips that have already occurred. Online Travel Authorizations cannot be used to populate an uploaded Expense Report. If you are interested in learning more about how the online Travel Authorization process works for agencies that process Employee Expenses online, please refer to the **AP315A Processing Employee Expenses for Online Agencies** course for more details.

## **Cash Advance Processing**

Cash Advances provide funds to an employee prior to travel in order to minimize the impact of business travel on an employee's personal finances. Cash advances are created in your agency system and uploaded into Cardinal.

## **Expense Reporting Processing**

Expense Reports are used reimburse your agency's employees business related travel and/or other business expenses. Expense Reports are created in your agency system and uploaded into Cardinal.



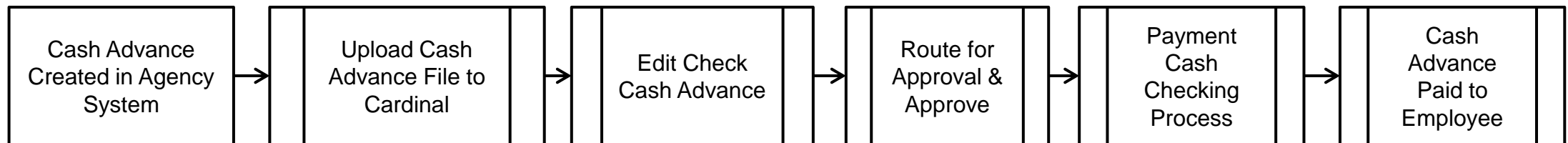
# Interface Cash Advance Process

Interfacing agencies create Cash Advances in their agency systems which are then uploaded to Cardinal.

Transactions with valid and complete data are loaded into Cardinal for edit checking then routes for online approval in Cardinal. Cash advances must be approved in Cardinal. Once they are approved, Cardinal creates the related transaction entries and generates the cash advance payments to employees.

Cash Advances that contain missing or invalid data are not successfully loaded into Cardinal. They are listed on the **Cash Advance Upload Error Report**. See the **Cash Advance Interface Processing** job aid for additional details on viewing cash advances and error processing for interfaced transactions.

Below is a high level diagram of the Interfacing Agencies Cash Advance process.





# Interface Expense Report Process

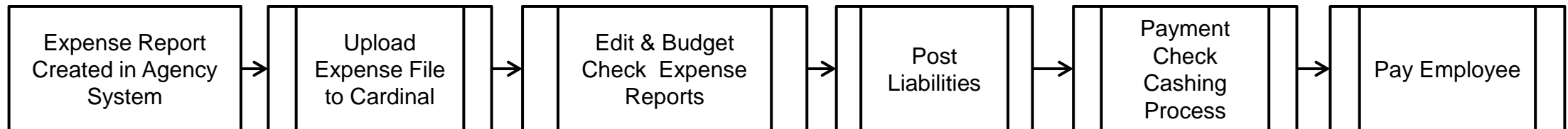
Interfacing agencies create Expense Reports in their agency systems and follow their agency guidelines for approval. Their Expense Report approvals occur at their agency, outside of Cardinal. Once approved, the expenses data is captured in a file and uploaded to Cardinal for processing.

Cardinal does not route interfaced agency Expense Reports through workflow for approval by the agency (agency level workflow). However, if an Expense Report is updated online in Cardinal, it will be routed for approval and it must be approved in Cardinal.

Transactions with valid and complete data are loaded into Cardinal for edit and budget checking. Cardinal then creates the related transaction entries and generates payments to reimburse employees.

Expense transactions that contain missing or invalid data are not successfully loaded in Cardinal. They are listed on the **Expense Upload Error Report**. See the **Expense Interface Processing** job aid for additional details on viewing expense reports and error processing for interfaced transactions.

Below is a high level diagram of the Interfacing Agencies Expense process.





# Lesson 1: Checkpoint

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Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



Your agency's employees are not set up as vendors in Cardinal when being reimbursed for travel or business related expenses incurred for your agency.

- ☐ True
- ☐ False

Cash Advance and Expense Transactions do not go through the payment cash checking process in Cardinal.

- ☐ True
- ☐ False

Interfacing agencies cannot upload which of the following in Cardinal:

- ☐ Travel Authorizations
- ☐ Expense Reports
- ☐ Cash Advances
- ☐ All of the above

Interfaced Cash Advances and Expense Reports do not require agency level approval online in Cardinal once they have been uploaded from the agency system.

- ☐ True
- ☐ False





# Lesson 1: Summary

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In this lesson, you learned:

- Key concepts in the Expenses module
- Travel authorizations cannot be uploaded into Cardinal; they can only be entered online. Typically interfacing agencies handle authorizations for travel offline.
- The Interface Process for Cash Advances and Expense Reports.
- Cash Advances and Expense reports go through the Payment Cash Checking process before payment is made to the employee.



## Lesson 2: Cash Advance

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In this lesson, you will learn about the following topics:

- Understanding interfaced Cash Advances
- Creating and submitting a Cash Advance request online
- Viewing Cash Advance status



# Understanding Interfaced Cash Advances

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All of your agency's employee travel and business related expenses are processed in the Expenses module. You can not use petty cash for payments to your employees. You can only use petty cash when you enter vouchers to pay vendors. In Cardinal, your agency employees should not be vendors.

Cash Advance requests require approval online in Cardinal. Interfacing agencies may upload a cash advance request or enter it online. Once a Cash Advance is approved, Cardinal creates related accounting entries, based on the employee's profile. Then the amount of the advance is issued by check or deposited in the employee's bank account. Employee bank account information is uploaded from CIPPS daily and can only be viewed by the DOA EDI Coordinator.

Note: Employee Profiles created by the Employee Profile Upload will be updated with EDI banking information daily.



# Understanding Interfaced Cash Advances (continued)

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Interfacing Agencies send their agency Cash Advance transactions to Cardinal using the **Cash Advance Upload** process.

Transactions that do not pass edit checks are not successfully loaded into Cardinal. Cardinal generates an **Cash Advance Upload Error Report** nightly that displays details for all rejected transactions. Rejected transactions are reviewed and corrected by the agency, before being re-sent to Cardinal.

Interfaced Cash Advances successfully uploaded into Cardinal are routed by workflow for agency level approval in Cardinal.

See the **Cash Advance Interface Processing** job aid for additional details.



# Creating a Cash Advance Request

Cash advances can be uploaded into Cardinal, or created online. To create a cash advance online in Cardinal, access the **Create Cash Advance Report** page, using the following path:

**Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance > Create**

Use the **Create Cash Advance Report** page to enter the Cash Advance request information for the employee.

**Travel & Expenses - Cash Advance Report**  
**Create Cash Advance Report**

CLARK S. KENT      Advance ID:      NEXT      [Attachment](#)  
[User Defaults](#)

**General Information**

\*Description:       Comment:

\*Business Purpose:       Reference:

[Import ATM Advances](#)

**Details**      Customize | Find | First 1 of 1 Last

*Source	Description	*Amount	Currency	Apply Tax		
<input type="text"/>	<input type="text"/>	0.00	USD	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Totals**

Advance Amount: 0.00 USD

Click on image to enlarge

# Create Cash Advance Report Page

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#)

## Travel & Expenses - Cash Advance Report

### Create Cash Advance Report

CLARK S. KENT

Advance ID:

NEXT

[Attachment](#)



[User Defaults](#)

#### General Information

\*Description:

Business Writing Seminar

Comment:

\*Business Purpose:

Training

Reference:



[Import ATM Advances](#)



#### Details



\*Source

Description



[Customize](#) | [Find](#)



First

1 of 1

Last

System Check

Meals



\*Amount

80.00

Currency

USD

Apply Tax

☐

+

-

#### Totals

Advance Amount:

0.00 USD

Update Totals

Save For Later

Submit



[Return to Travel and Expense Center](#)



- **Description** - enter a description for the Cash Advance request.
- **Business Purpose** - use the dropdown menu to select the business purpose for the advance.
- **Source** - select **System Check**, which is the only option. This is not necessarily how the employee will receive payment. Payment method is determined by the employee profile setup.
- **Description** field next to the **Source** – this field is not required and is used to capture additional information about the request if needed.
- **Amount** - enter the amount of the advance.
- **Comment and Reference** – use these fields to enter any additional information about the advance

**Click on image to enlarge**



# Saving a Cash Advance Request

After you complete a Cash Advance request you can either **Save for Later** or **Submit**. Cardinal assigns an **Advance ID** to the request. You cannot assign your own Advance ID when creating a Cash Advance online.

To save the request:

- Click the **Save for Later** button on the **Create Cash Advance Report** page. This saves the request and allows you to make changes. The request must be submitted to go through the approval process.
- When the **Save for Later** button is clicked, the **Advance ID** populates and the page changes to **Modify Cash Advance Report**. At this point, the request is saved and can be modified if necessary by using the following path:

**Main Menu>Employee Self Service>Travel and Expense Center>Cash Advance>Modify**

Favorites | Main Menu > Employee Self-Service

### Travel & Expenses - Cash Advance Report

#### Modify Cash Advance Report

CLARK S KENT

Advance ID: 0000000113 [Attachment](#) [User Defaults](#)

**General Information**

\*Description: Business Writing Seminar  
\*Business Purpose: Training  
Comment:  
Reference:

[Import ATM Advances](#)

**Details**

*Source	Description	*Amount	Currency	Apply Tax	Line Added by Approver	Date Added
System Check	Meals for 2 days	80.00	USD			

**Totals**

Advance Amount: 80.00 USD

[Update Totals](#)

[Save For Later](#) [Submit](#)

[Return to Travel and Expense Center](#)





# Submitting a Cash Advance Request

To submit the request:

- Click the **Submit** button on the **Create Cash Advance Report** page.
- A **Submit Confirmation** page displays.
- Click the **OK** button to confirm the submission.

Favorites | Main Menu > Employee Self-Service

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**Travel & Expenses - Cash Advance Report**

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**Submit Confirmation**

CLARK S KENT

Advance ID: 0000000113

Totals	
Advance Amount:	80.00 USD

✓ Click OK to submit, or click Cancel to return to the cash advance without submitting.

OK Cancel



# Submitting a Cash Advance Request (continued)

- Once you click the **OK** button on the **Submit Confirmation** page, the Cash Advance is checked that amounts are within the Cash Advance Level for the employee and for missing fields. After updates are made, the Cash Advance will need to be submitted again.
- The report is routed through workflow to the approver's worklist. If more than one approval is required, Cardinal automatically routes your report to the designated approvers.
- The approver(s) may approve, deny, or send back the Cash Advance. If the request is not approved, the approver should indicate the reason(s) in the message comments.
- Once approved, the cash advance will be submitted for payment in the nightly batch.
- The Payment Cash Checking application ensures all payments including vouchers and expenses are checked against available cash before being released for payment. See these job aids:
  - **Payment Cash Checking- Overview**
  - **Payment Check Cashing – Reports**
  - **Payment Check Cashing – Fund Level Processing Rules Update**
  - **Payment Check Cashing – Updating Transaction Level Overrides**



# Viewing the Cash Advance Status

Proxies for an employee can view the status on the **View Cash Advance Report** page. You can access this page using the following path:

**Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance > View**

Favorites | Main Menu > Employee Self-Service

## Travel & Expenses - Cash Advance Report

### View Cash Advance Report

CLARK S KENT      Advance ID: 0000000113      [Attachment](#)  
[User Defaults](#)

**General Information**

<b>Description:</b>	Business Writing Seminar	<b>Comment:</b>	<input type="text"/>	
<b>Business Purpose:</b>	Training	<b>Reference:</b>		
<b>Status:</b>	Submitted for Approval	<b>Post State:</b>	Not Applied	
<b>Accounting Date:</b>	12/10/2013	<b>Last Updated:</b>	12/10/2013	<b>By:</b> VPH82737

**Details**      [Customize](#) | [Find](#) | |      First | 1 of 1 | Last

*Source	Description	*Amount	Currency	Apply Tax
System Check	Meals for 2 days	80.00	USD	

**Totals**

<b>Advance Amount:</b>	80.00 USD	<b>Report Balance</b>	
<b>Applied To Expense Reports:</b>	0.00 USD	<b>Due Company:</b>	80.00 USD
<b>Payments Received:</b>	0.00 USD		

**Pending Actions**      [Customize](#) | [Find](#) | |      First | 1-3 of 3 | Last

Profile	Name	Action	Date/Time
Expense Reviewer	DOE, JOHN		
Agency Head	DOE, JANICE		
Expense Coordinator	BARKER, BOB P		

**Action History**      [Customize](#) | [Find](#) | |      First | 1 of 1 | Last

Profile	Name	Action	Date/Time
	KENT, CLARK S	Submitted	12/10/2013 9:23:47AM

[Return to Travel and Expense Center](#)



# Viewing the Cash Advance Status (continued)

The current status displays in the **Status** field on the **View Cash Advance Report** page shown here.

The **Totals** section displays the running total of the Cash Advance.

The **Pending Actions** section displays the approval levels and names of the approvers that have not yet taken action on the cash advance.

The **Action History** list, at the bottom of the page, provides a history of the submission, approval, and other actions on the request.

Once you submit an employee's Cash Advance request, you can only update it if an approver sends it back to you.

To update or delete a Cash Advance, see the job aid entitled **Updating and Deleting Expense Transactions**.

Favorites | Main Menu > Employee Self-Service

### Travel & Expenses - Cash Advance Report

#### View Cash Advance Report

CLARK S KENT      Advance ID: 0000000113      [Attachment](#) [User Defaults](#)

**General Information**

Description:	Business Writing Seminar	Comment:	<input type="text"/>
Business Purpose:	Training	Reference:	
<b>Status:</b>	<b>Submitted for Approval</b>	Post State:	Not Applied
Accounting Date:	12/10/2013	Last Updated:	12/10/2013 By: VPH82737

**Details** [Customize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

*Source	Description	*Amount	Currency	Apply Tax
System Check	Meals for 2 days	80.00	USD	<input type="checkbox"/>

**Totals** [Customize](#) [Find](#) [First](#) [1-3 of 3](#) [Last](#)

Advance Amount:	80.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	80.00 USD
Payments Received:	0.00 USD		

**Pending Actions** [Customize](#) [Find](#) [First](#) [1-3 of 3](#) [Last](#)

Profile	Name	Action	Date/Time
Expense Reviewer	DOE, JOHN		
Agency Head	DOE, JANICE		
Expense Coordinator	BARKER, BOB P		

**Action History** [Customize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

Profile	Name	Action	Date/Time
	KENT, CLARK S	Submitted	12/10/2013 9:23:47AM

[Return to Travel and Expense Center](#)

Click on image to enlarge



# Updating / Canceling and Deleting a Cash Advance

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As a proxy, you can update an existing Cash Advance if it has been:

- Saved, but not submitted for approval
- Sent back by an approver

You can also delete a Cash Advance if it is no longer needed.

A Cash Advance can be **deleted** if it has been:

- Saved but not submitted for approval
- Sent back by the approver
- Denied by the approver

**A Deleted** cash advance cannot be viewed online.

See the job aid entitled **Updating and Deleting Expense Transactions** for more information.



## Lesson 2: Checkpoint

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Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



All interfaced Cash Advances must be approved online in Cardinal.

- ☐ True
- ☐ False

In Cardinal, petty cash can be used to reimburse your agency's employees for business related travel and expense reimbursements.

- ☐ True
- ☐ False





## Lesson 2: Summary

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In this lesson, you learned:

- The process for interfaced Cash Advances
- The steps to create and submit a Cash Advance request online
- How to view the status of a Cash Advance



# Lesson 3: Expense Report

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In this lesson, you will learn about the following topics:

- Understanding the process for interfaced Expense Reports
- Creating and submitting an Expense Report online
- Viewing the status of an Expense Report



# Understanding the Process for Interfaced Expense Reports

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The Expense Report data is uploaded into Cardinal via interface. The interface program checks the Expense Report transaction for completeness and valid values. If there is an error the Expense Report is rejected and will not be entered into Cardinal. Once the agency makes corrections within their internal system, it must be resubmitted.

Interfacing Agencies send their agency approved Expense Report transactions to Cardinal using the **Expense Report Upload** process.

Cardinal validates required ChartFields and ChartField combinations. Transactions that pass these checks are loaded into Cardinal.

Transactions that do not pass these checks are rejected. Cardinal generates an **Expense Upload Error Report** nightly that displays details for all rejected transactions. Rejected transactions are reviewed and corrected by the agency, before being re-sent to Cardinal.

Interfaced Expense Reports do not go through agency level workflow for approval. If they are updated online in Cardinal, the Expense Report will go through one agency level approval.



# Creating an Expense Report

To enter an expense report online in Cardinal, use the following path:

**Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > Create**

Enter the employee's **Employee ID** in the **Empl ID** field. This is the 11 digit CIPPS ID number.

Click the **Add** button.

Favorites > Main Menu > Employee Self-Service

## Expense Report

Find an Existing Value Add a New Value

Empl ID: 00252010200

Add

Find an Existing Value | Add a New Value

# Expense Report Entry Page


Favorites Main Menu > Employee Self-Service


Create Expense Report


Expense Report Entry [Attachment](#)


CLARK S KENT [User Defaults](#) Report ID: NEXT



**General Information**












\*Description: Business Writing Comment: 

\*Business Purpose: Training Reference: 

Default Location: Virginia Beach 

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  GO

**Details** [Customer](#) | [Find](#) | [View All](#) |  | [First](#) | 

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Other Employee Reimb	05/01/2015 	200.00	USD 	Check	Billable			
									
									
									

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#) New Expense [Add](#)

**Totals**

Employee Expenses:	200.00 USD	Due Employee:	200.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) [Update Totals](#)

[Save For Later](#) [Submit](#) [Expense Report Project Summary](#) [Printable View](#)

[Return to Cash Advance](#)



# Creating an Expense Report (continued)

When entering an Expense Report, start by choosing the appropriate option from the **Quick Start** drop-down menu:

- **A Blank Report** – This option displays a blank Expense Report Entry page.
- **A Template** – This option is not used for Interface agencies
- **A Travel Authorization** – This option is not used for Interface agencies
- **An Existing Report** – This option displays the **Copy From an Existing Expense Report** page, which allows you to copy all data from an **Expense Report**, including accounting distributions.
- **Entries from My Wallet** – This option is not used in Cardinal.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

#### Expense Report Entry

CLARK S KENT [User Defaults](#) Report ID: NEXT [Attachment](#)

Quick Start: A Blank Report

▼ General Information

\*Description:

\*Business Purpose:

Default Location:

Comment:

Reference:



# General Information Section

If you are copying from another **Expense Report**, data here auto-populates.

If you are using a **Blank Report**, enter a **Description** of your trip and select a **Business Purpose** using the drop-down menu.

The **Attachment** link allows you to add attachments to the Expense Report.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

#### Expense Report Entry

CLARK S KENT [User Defaults](#) Report ID: NEXT [Attachment](#)

**General Information**

\*Description: Business Writing  
\*Business Purpose: Training  
Default Location: Virginia Beach  
Comment:  
Reference:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

**Details** [Customize](#) [Find](#) [View All](#) First 1-4 of 4 Last

Select	*Expense Type▲	*Expense Date▲	*Amount Spent	*Currency	*Payment Type	*Billing Type				
										+
										+
										+
										+

Copy Selected Delete Selected Check For Errors New Expense Add

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary Printable View

[Return to Travel and Expense Center](#)

Click on image to enlarge



# General Information Section (continued)

The **Comment** and **Reference** fields are optional and allow you to enter additional notes or information about the employee's expense(s).

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

#### Expense Report Entry

CLARK S KENT [User Defaults](#) Report ID: NEXT [Attachment](#)

**General Information**

\*Description: Business Writing  
\*Business Purpose: Training  
Default Location: Virginia Beach

Comment:  
Reference:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

**Details**

\*Overview | Detail | Location | Merchant | Air/Hotel | Mileage | Per Diem | \*Currency | [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-4 of 4 | [Last](#)

Select	*Expense Type▲	*Expense Date▲	*Amount Spent	*Currency	*Payment Type	*Billing Type				
										+
										+
										+
										+

Copy Selected Delete Selected Check For Errors New Expense Add

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary Printable View

[Return to Travel and Expense Center](#)

Click on image to enlarge





# Details Section

Enter the required information in the **Details** section of the page. The first tab that displays is the **Overview** tab. Interfacing agencies use **Expense Type** of **Other Employee Reimbursement** for their online expense reports.

Agencies are responsible for ensuring all expenses meet travel and expense guidelines and follow agency policy.

Enter the **Expense Date** and the **Amount Spent**. **Currency** defaults to **USD**. Select **Check** as your **Payment Type**. The **Billing Type** field defaults to **Billable**.

Details

Customize | Find | View All | First 1-4 of 4 Last

\*Overview

\*Detail

Location

Merchant

Air/Hotel

Mileage

Per Diem

\*Currency

Select	*Expense Type▲	*Expense Date▲	*Amount Spent	*Currency	*Payment Type	*Billing Type				
<input type="checkbox"/>	Other Employee Reimb▼	06/01/2015	200.00	USD	Check▼	Billable▼				
	▼									
	▼									
	▼									

Copy Selected

Delete Selected

Check For Errors

New Expense▼

Add

Totals



## Detail Tab (continued)

After completing entries on the **Overview** tab, additional tabs are required based on the **Expense Type**. Required tabs are indicated by an \* (asterisk).

Interfacing agencies only need to complete one other tab, which is the **Detail** tab. Even though **Currency** contains an \* no inputs are required on that tab. Enter a description for the expense in the **Description** field.

The **Non-Reimb** checkbox is only selected if the expense line is **not** to be reimbursed to the employee **and** accounting entries do not need to be created for this expense line.

Click the **Overview** tab.

Select	*Expense Type▲	*Expense Date▲	**Description	Non-Reimb	No Receipt					
<input type="checkbox"/>	Other Employee Reimbu ▼	06/01/2015 [📅]	Bus Writing Training [📄]	<input type="checkbox"/>	<input type="checkbox"/>				➡	+...
	▼									+...
	▼									+...
	▼									+...

Copy Selected   Delete Selected   Check For Errors   New Expense ▼   Add



# Accessing the Accounting Detail Page

Go to the **Accounting Detail** page to enter the detailed charge distribution for each Account. To go to the **Accounting Detail** page, click the **Accounting Detail** icon on the **Overview** tab.

General Information

\*Description:

Business Writing

\*Business Purpose:

Training

Default Location:

Virginia Beach

Comment:

Reference:

Accounting Defaults

Apply Cash Advance(s)

More Options:

GO

Details

Customize | Find | View All | First 1-4 of 4 Last

\*Overview

\*Detail

Location

Merchant

Air/Hotel

Mileage

Per Diem

\*Currency

Select	*Expense Type▲	*Expense Date▲	*Amount Spent	*Currency	*Payment Type	*Billing Type				
<input type="checkbox"/>	Other Employee Reimb ▼	06/01/2015	200.00	USD	Check ▼	Billable ▼				
	▼									
	▼									
	▼									

Copy Selected

Delete Selected

Check For Errors

New Expense ▼

Add



# Accounting Detail Page

This page contains the fields entered in the **Expense Distribution Record** of the **Expense Report Upload** file for interfaced transactions.

When entering an expense report online, this is the page that is used to break the total expenses out so they can be charged to the correct account and accounting distribution. In this example, the total expense amount is \$200 with 127.55 for lodging and 74.25 for mileage.

Favorites | Main Menu > Employee Self-Service

---

**Create Expense Report**

**Accounting Detail**

CLARK S KENT Report ID: NEXT

This is the accounting detail for expense type Other Employee Reimbursements with a transaction date of 2015-06-01 in the amount of 200 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults'

Estimated Tax:  
Total Distribution:

Accounting Detail										
General Ledger ChartFields										
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost C
200.00	15100	200.00	USD	1.00000000		5013110	01000	799001	92100	



# Accounting Detail Page (continued)

To update the accounting detail, click in the **Amount** field and change the total to the specific expense you want to relate to this line. For this example, lodging and fees of **127.55**.

Change the **Account** and any other values to ensure this amount for lodging is being charged to the correctly. For this scenario, the **Account** code is change to **5012850**.

Favorites Main Menu > Employee Self-Service New V

### Create Expense Report

#### Accounting Detail

CLARK S KENT Report ID: NEXT

This is the accounting detail for expense type Interfaced with a transaction date of 2015-06-01 in the amount of 200 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

Estimated Tax:  
Total Distribution:

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost C
127.55	15100	200.00	USD	1.00000000		5012850	01000	799001	92100	

[Add ChartField Line](#) [Refresh](#)

[OK](#)



# Accounting Detail Page (continued)

To add another line, click the **Add ChartField Line** button and enter the amount for that line in the **Amount** field.

Enter the correct distribution for that line. In this scenario, 72.45 was added for the mileage and the **Account** was changed to **5012820**.

Repeat this process until all expenses lines are added.

Click the **OK** button to return to the **Create Expense Report** page.

Favorites | Main Menu > Employee Self-Service

**Create Expense Report**

**Accounting Detail**

KEVITA F CLAYBORNE Report ID: NEXT

This is the accounting detail for expense type Other Employee Reimbursements with a transaction date of 2015-06-01 in the amount of 200 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults'

[Restore Defaults](#)

Estimated Tax:  
Total Distribution:

**Accounting Detail** Set Personalizations | Find | First 1-2 of 2 Last

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost C
127.55	15100	200.00	USD	1.00000000		5012850	01000	799001	92100	
72.45	15100		USD	1.00000000		5012820	01000	799001	92100	

[Add ChartField Line](#) [Refresh](#)

[OK](#)

Click on image to enlarge



# Checking the Expense Report for Errors

You can check an Expense Report for errors by clicking the **Check for Errors** button above the **Totals** section. This checks the current entries for errors. If errors exist, a red flag displays in the second column of the expense line, and/or the incorrect fields are highlighted in red.

If errors exist, click the red flag to locate the error(s) and correct them flag(s).

Favorites | Main Menu > Employee Self-Service


---


**Create Expense Report**


**Expense Report Entry** [Attachment](#)


CLARK S KENT [User Defaults](#) Report ID: NEXT



**General Information**










\*Description: Business Writing Comment: 


\*Business Purpose: Training Reference: 

Default Location: Virginia Beach 

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  [GO](#)

**Details** [Customize](#) | [Find](#) | [View All](#) |   First 1-4 of 4 Last

Select	*Expense Type▲	*Expense Date▲	*Amount Spent	*Currency	*Payment Type	*Billing Type				
<input type="checkbox"/>	 Other Employee Reimb ▼	06/01/2015 	200.00	USD 	Check ▼	Billable ▼				
	▼									
	▼									
	▼									

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#) [New Expense](#)  [Add](#)



# Checking the Expense Report for Errors-(continued)

When you click the flag icon, the **Expense Detail** page for the expense displays, highlighting the field(s) in error and displaying error message(s).

The **Expense Detail** page display varies depending on the **Expense Type** and the errors detected.

Correct the errors on the page and click the **Check Expense for Errors** button on the page to confirm your corrections.

In this example, the error that requires attention is:

- **Description** – the **Description** field is required and was left blank

Favorites Main Menu > Employee Self-Service

---

**Create Expense Report**

---





**Expense Detail for Other Employee Reimbursements (Line 4)**

CLARK S KENT Report ID: NEXT

Please enter or update the following information:

▶ Description

**About This Expense**

*Expense Date:	06/01/2015	
*Payment Type:	Check	<input type="checkbox"/> No Receipt
*Billing Type:	Billable	<input type="checkbox"/> Non-Reimbursable
*Description:		
*Amount Spent:	200.00	
*Currency:	USD	
*Exchange Rate:	1.00000000	 
	<input checked="" type="checkbox"/> Default Rate	
Reimbursement Amt:	200.00	USD

**Exception Comments**

Location Amount:	
No Receipt:	

Accounting Detail  
Receipt Split

[Return to Expense Report](#)





# Applying a Cash Advance to an Expense Report

If the employee received a Cash Advance for expense(s), it must be applied to the **Expense Report** before you save it.

Apply a Cash Advance by clicking the **Apply Cash Advance(s)** link on the **Expense Report Entry** page.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

#### Expense Report Entry

CLARK S KENT [User Defaults](#) Report ID: NEXT [Attachment](#)

**General Information**

\*Description: Business Writing

\*Business Purpose: Training

Default Location: Virginia Beach

Comment:

Reference:

[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:

GO

Details

[Overview](#) [Detail](#) [Location](#) [Merchant](#) [Air/Hotel](#) [Mileage](#) [Per Diem](#) [Currency](#)

Select

\*Expense Type

\*Expense Date

\*Amount Spent

\*Currency

\*Payment Type

\*Billing Type

<input type="checkbox"/>	Other Employee Reimb	06/01/2015	200.00	USD	Check	Billable				

Copy Selected

Delete Selected

Check For Errors

New Expense

Add

Totals

Employee Expenses:	200.00	USD	Due Employee:	200.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

Definition of Totals

Update Totals

Save For Later

Submit

Expense Report Project Summary

Printable View

[Return to Cash Advance](#)



# Applying a Cash Advance to an Expense Report (continued)

The **Apply Cash Advance(s)** page appears as shown here. The **Advance ID** must be entered and all other values are auto-calculated. Make sure the advance is applied to the correct (e.g., related) expense report by reviewing the **Description** field. The **Description** field displays when selecting the Cash Advance.

If the Cash Advance amount is more than the total amount of the Expense Report, only apply the amount of the Expense Report. The employee will pay the balance back to the Commonwealth. See the job aid entitled **SW AP315 Applying and Reconciling Cash Advances** for more information about applying a cash advance entered online to an expense report entered online.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#)

**Create Expense Report**

**Apply Cash Advance(s)**

CLARK S KENT

Report ID: NEXT

Cash Advance Information							
*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applied		
0000000338	96.00	0.00	USD	1.00000000	96.00	USD	[-]

Add Cash Advance

Update Totals

Total Advance Applied:

96.00 USD

Total Employee Expenses:

200.00 USD

Total Due Employee:

104.00 USD

OK

## Apply Cash Advance(s) Page

Favorites Main Menu > Employee Self-Service

### Create Expense Report

### Apply Cash Advance(s)

CLARK S KENT

Report ID:

NEXT

Cash Advance Information						
*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applied	
0000000338	96.00	0.00	USD	1.00000000	96.00	USD

Add Cash Advance

Update Totals

Total Advance Applied: 96.00 USD  
Total Employee Expenses: 200.00 USD  
Total Due Employee: 104.00 USD

OK



# Submitting an Expense Report

After completing an Expense Report, applying any Cash Advance(s) and correcting any errors, you can save the Expense Report for later or submit it for approval:

- To save the report without submitting it, click the **Save for Later** button.
- To save and submit the Expense Report, click the **Submit** button on the **Expense Report Entry** page. After clicking this button, a confirmation page like the one here appears.
- After an Expense Report has been saved and/or submitted, Cardinal assigns a **Report ID** to the Expense Report. You cannot assign your own report id when creating an expense report online.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#)

**Create Expense Report**

**Submit Confirmation**

CLARK S KENT

Report ID: NEXT

**Expense Report Totals**

Employee Expenses:	200.00 USD	Due Employee:	200.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	<a href="#">Definition of Totals</a>	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Click OK to submit, or click Cancel to return to the expense report without submitting.



# Submitting an Expense Report (continued)

- Once you click the **OK** button on the **Submit Confirmation** page, the Expense Report is edit checked. If errors are detected, additional administrative action may be required.
- After successfully completing budget check, the report is routed through workflow to the approver's worklist. If more than one approval is required, Cardinal automatically routes your report to the designated approvers. The approver can budget check the expense report or view the budget check results when reviewing the report for approval.
- The approver(s) may approve, deny, or send back the Expense Report. If the request is not approved, the approver should indicate the reason(s) in the message comments.
- Approved Expense Reports will be submitted for payment in the nightly batch.
- The Payment Cash Checking application ensures all payments including vouchers and expenses are checked against available cash before being released for payment. See the job aids listed below for more information:
  - **Payment Cash Checking- Overview**
  - **Payment Check Cashing – Reports**
  - **Payment Check Cashing – Fund Level Processing Rules Update**
  - **Payment Check Cashing – Updating Transaction Level Overrides**



The current status displays in the **Status** field on the **Expense Report Detail** page shown here. After the Expense Report is approved, the status updates to **Approved**. The **Post Status** field indicates whether or not the report has been posted after approval. Once it is posted, it is processed for payment.

**Click on image to enlarge**



# Updating / Canceling and Deleting an Expense Report

---

If necessary, an existing Expense Report can be updated by the proxy if it has been:

- Saved but not submitted for approval
- Sent back by the approver

You can also delete an Expense Report.

A Expense Report can be **deleted** if it has:

- Been Saved, but not **submitted** for approval
- Been sent back by the approver
- Not had a cash advance applied to it
- Been denied by the approver

**Deleted** expense reports cannot be viewed.

See the job aid entitled **Updating and Deleting Expense Transactions** for more information.



## Lesson 3: Checkpoint

---

Now is your opportunity to check your understanding of the material. Read the question, select your answer and click **Submit** to see if you chose the correct response.





When can an Expense Report be modified?

- ☐ Before it is submitted
- ☐ After it is approved

All Expense Reports that are uploaded into Cardinal must be approved in Cardinal.

- ☐ True
- ☐ False

Expense Reports that are not uploaded into Cardinal due to missing required fields or other errors can be viewed on the \_\_\_\_\_.

- Employee Maintenance Profile
- Expense Report Upload Error Report
- Expense Report Entry Page

Interfacing agencies that enter expense reports online must use the **Expense Type of Other Employee Reimbursement**.

- ☐ True
- ☐ False



## Lesson 3: Summary

---

In this lesson, you learned:

- The process for interfaced Expense Reports
- Creating and submitting an Expense Report online
- Viewing the status of an Expense Report



# Lesson 4: Reports, Queries and Online Inquiries

---

In this lesson, you will learn about the following topics:

- Reports
- Queries
- Online Inquiries



# Reports

---

Three key Expenses reports include:

- Expense Report
- Cash Advance Upload Error Report
- Expense Report Upload Error Report



# Expense Report


The **Expense Report** is available in a printable format. You can navigate to this report using the following path:

**Main Menu > Employee Self Service > Travel and Expense Center > Print Reports > Expense Report**

FavoritesMain Menu > Employee Self-Service

Expense ReportExpense Receipt

To print this report, please use your browser's print feature.



Expense Report

0000057363

Employee ID: 00252010200

Report Date:07/24/2015 11:19:48AM

Status:Submitted for Approval

Description:Travel to VA Bch for PM Class

Business Purpose:Training

Comment:

Date	Expense Type	Merchant	Location	Amount
06/23/2015	Dinner - Travel Day		Virginia Beach	15.83 USD
06/23/2015	Lodging		Virginia Beach	90.00 USD
06/23/2015	Lodging		Virginia Beach	70.00 USD
06/23/2015	Other Employee Reimbursements		Virginia Beach	49.74 USD
06/23/2015	Personl Mileage Cost Justified		Virginia Beach	69.00 USD
06/23/2015	Lodging Fees and Taxes		Virginia Beach	11.62 USD
06/23/2015	Per Diem Incidentals		Virginia Beach	5.00 USD

Expense Report Totals

Employee Expenses:

311.19 USD

Non-Reimbursable Expenses:

0.00 USD

Prepaid Expenses:

0.00 USD

Employee Credits:

0.00 USD

Vendor Credits:

0.00 USD

Cash Advances Applied:

0.00 USD

Total Due Employee:

311.19 USD





# Cash Advance Upload Error Report

This report provides details on all errors, including missing and invalid data, encountered when loading data from agency systems into Cardinal.

You can access this report using the following path:

**Main Menu > Cardinal Interfaces > EX Interfaces > Cash Advance Error Report**

MOCK REPORT LAYOUT

Report ID: AP988

Submitting BU: XXXXX

Upload Date: XX/XX/XX to XX/XX/XX

Cardinal

Cash Advance Error Report

Page No:

Run Date:

Run Time:

Process Instance: XXXXXXXXXXXX

Upload Run Date: XX/XX/XX

GL Business Unit	Employee ID	Cash Advance ID	Cash Advance Line Number	Error Fieldname	Error Description
XXXXX	XXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
XXXXX	XXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
XXXXX	XXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
XXXXX	XXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
XXXXX	XXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
Total Cash Advance Count: XXXXX					
Total Cash Advance Transactions Inserted into Staging Tables: XXXXX					
Total Cash Advance Transactions Rejected: XXXXX					



# Expense Report Upload Error Report

This report provides details on all errors, including missing and invalid data, encountered when loading data from agency systems into Cardinal.

You can access this report using the following path:

**Main Menu > Travel and Expenses > Travel & Expenses Center > Print Reports > Expense Report Upload Error Report**

CARDINAL		Commonwealth of Virginia VOUCHER UPLOAD ERROR REPORT		Run Date: 03/19/2015 Run Time: 08:22 00	
Report ID: AP966					
Page No. 1 of 12					
Submitting GL BU: 13600					
Upload Date Range: 01-JAN-2015 to 31-MAR-2015					
File Name: 13600_AP966_IN_02042015_1019_001.dat					
Upload Date: 04-FEB-2015					
No Vendor Errors Found.					
Total Vendors Submitted: 0					
Total Vendors with Errors: 0					
Total Vendors loaded Successfully: 0					
Voucher BU: 13600					
Agency Voucher ID: 0433754					
Voucher Line Num: 0					
Distrib Line Num: 0					
Error Field Name: VOUCHER_ID					
Field Value: 0433754					
Error Description: Duplicate Invoice ID found in Cardinal for Business Unit : 13600, Vendor ID: 000113785 and Invoice ID: 8042223192CTO-20140901.					
No value provided for required field: MERCHANDISE_AMT (Voucher Dist record)					
0433754 1 1 MERCHANDISE_AMT 0					
Total Vouchers Submitted: 1					
Total Vouchers with Errors: 1					
Total Vouchers loaded Successfully: 0					
File Name: 13600_AP966_IN_02042015_1019_001.dat					
Upload Date: 13-MAR-2015					
File Rejected: Duplicate file found.					
File Name: 13600_AP966_IN_02052015_1542_001.dat					
Upload Date: 05-FEB-2015					
No Vendor Errors Found.					
Total Vendors Submitted: 0					
Total Vendors with Errors: 0					
Total Vendors loaded Successfully: 0					

Click on image to enlarge



# Queries

---

Some frequently used queries include:

- Expenses in Process
- Potential Duplicate Expense Transactions
- Posted Cash Advance Extract
- Posted Expense Report Extract
- Posted Payments Query
- Payment Cash Check Results



# Expenses in Process

This query allows you to monitor and take action on travel expenses, authorizations and advances that are NOT Paid, Approved, Closed or Reconciled.

You can access this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_EXPENSES\_IN\_PROCESS**

V_AP_EXPENSES_IN_PROCESS - Expenses In Process																					
Business Unit (% for all): 15100																					
Dept ID (% for all): %																					
View Results																					
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (2 kb)																					
View All																					
First 1-3 of 3 Last																					
	Report Type	Business Unit	Department ID	Current Approver User ID	Approver Type	Report ID	Report Status	Employee ID	Employee Name	Report Description	Total Amt	Amt Due Employee	Budget Status	Accounting Date	Submit Date	Entered By Userid	Out of Policy	Duplicates Exist	Associated Travel Auth ID	Associated Advance ID	Associated Advance Amt
1	Advance	15100	92100			0000000112	PD	00252010200	Kent, Clark	Meeting	202.00	202.00		09/13/2013	09/13/2013	VPH82737					0.00
2	Expense Report	15100	91100	VPH82737	REVIEWER	0000028959	SUB	00046915400	Kent, Clark	Meeting in Boston MA	1297.93	1297.93	V	08/28/2013	08/28/2013	IBA39799	N	N			0.00
3	Expense Report	15100	95700	VPH82737	REVIEWER	0000029063	SUB	00570951900	Kent, Clark	PeopleSoft Training in Orlando	776.38	776.38	V	11/08/2013	11/08/2013	PPS_ELIZABETH.LAKE	N	Y			0.00



# Potential Duplicate Expense Transactions

This query identifies potential duplicate expense transactions based on the Expense Line record. Results display based on the same expense type, same transaction date and same transaction amount within the same expense report or within another expense report for the same employee.

You can navigate to this query using the following path:

**Reporting Tools > Query > Query Viewer > V\_AP\_EXPENSES\_POTENTIAL\_DUPS**

**V\_AP\_EXPENSES\_POTENTIAL\_DUPS - Identify Duplicate Expenses**

GL Business Unit (% for ALL): 16600

Department (% for ALL): %

Employee ID (% for ALL): %

Transaction Date From: 01/01/2015

Transaction Date To: 01/30/2015

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-1 of 1 Last

	GL Business Unit	Department ID	Employee ID	Employee Name	Transaction Date	Report ID	Report Description	Report Status	Entered By	Submission Date	Expense Type	Transaction Amt	Transaction Location	Transaction Description	Out Of Policy	Travel Authorization ID	Duplicate Comments
1	16600	10100	00290021000	CARDINAL, JANE	01/18/2015	0000051675	LEADERS BREAKFAST	Paid	ISV76299	01/27/2015	LODGING	87.00	NORPO		N		Expense line is a duplicate, Sheet Id 0000051543.



# Posted Cash Advance Extract

This query shows a listing of all Cash Advance transactions that have been posted to the General Ledger. The query requires user inputs for General Ledger **Business Unit**, **Journal Date From** and **Journal Date To**.

You can navigate to this query using the following path:

**Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_ADV**

**V\_AP\_POSTED\_ADV - Posted Cash Advance Extract**

**Business Unit::**

**Journal From Date::**

**Journal From To::**

**Download results in :** [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

	GL Business Unit	Advance ID	Employee ID	Employee Name	Advance Name	Business Purpose	Comments	Reference ID	Creation Date	Submit Date	Accounting Date	Advance Status	Posted Status	Associated Travel Auth ID	Balance	Total Amt	Line	Line Amt	Descr
1	15100	0000000269	00616617900	Lane, Lois	CASH ADVANCE STAFF TRAINING	00010			01/20/2015	01/20/2015	01/20/2015	Reconciled	Posted		0.00	576.30	1	576.30	TRAINING

First 1-1 of 1 Last

Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq.
1	576.30	131050	01000	737001	95400										EX00070999	01/20/2015	01/20/2015	2	0

Click on image to enlarge



# Posted Expense Report Extract

This query shows a listing of all Expense Report transactions that have been posted to the General Ledger. The query requires user inputs for **GL Business Unit**, **Journal Date From** and **Journal Date To**.

You can navigate to this query using the following path:

**Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_EXPN**

V\_AP\_POSTED\_EXPN - Posted Expense Report Extract

GL Business Unit:

15100

Journal Date From:

01/01/2015

Journal Date To:

02/27/2015

View Results

Download results in :

[Excel Spreadsheet](#)

[CSV Text File](#)

[XML File](#)

(230 kb)

View All

	GL Business Unit	Expense Report Number	Employee ID	Employee Name	Sheet Name	Business Purpose	Comments	Creation Date	Submit Date	Entered by Userid	Approval Date	Accounting Date	Sheet Status	Associated Advance ID	Associated Advance Amt	Expense Line	Expense Type
1	15100	0000050287	00198478000	Doe, John	TRAINING	00005	ACCELERATED TRAINING	01/06/2015	01/09/2015	RBF93774	01/09/2015	01/09/2015	Paid			1	LODGING
2	15100	0000050287	00198478000	Doe, John	TRAINING	00005	ACCELERATED TRAINING	01/06/2015	01/09/2015	RBF93774	01/09/2015	01/09/2015	Paid			2	LODG FEE

Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq
1	139.00	5012270	06090	711008	95700	EX00068598	01/09/2015	01/09/2015	1	0
1	20.85	5012270	06090	711008	95700	EX00068598	01/09/2015	01/09/2015	3	0

Click on image to enlarge



# Posted Payments Extract Query

This query provides users with posted Payments data for a specific journal date range.

You can access this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_PYMNTS**

**V\_AP\_POSTED\_PYMNTS - Posted Payments Query**

**Business Unit:** 70100

**Date From:** 04/01/2015

**Date To:** 04/30/2015

[View Results](#)

**Download results in :** [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (239 kb)

[View All](#)

	AP/GL Business Unit	Payment ID	Remit Vendor ID	Vendor Location	Employee ID	Vendor or Employee Name	Payee Address Line 1	Payee Address Line 2	Vendor Location Identification	City	State	Zip Code	Country
1	70100	80072235			00160173800	ABC Office				Richmond	VA	23860	USA
2	70100	80072602			00134312900	Jane Doe				Concord	NC	27502	USA
3	70100	80072663			00439660100	Computer Aid				Richmond	VA	24501	USA

**First** 1-100 of 231 **Last**

Payment Date	Payment Amount	Payment Method	Payment Status	Cancel Date	Cancel Action	Source Transaction	Document ID	Paid Amount	Invoice ID	Customer Acct Number	Journal ID	Journal Date	Unpost Sequence
04/21/2015	313.12	ACH	P		N	EXAD	0000000349	313.12			EX00096642	04/17/2015	0
04/23/2015	314.00	ACH	P		N	EXAD	0000000353	314.00			EX00097316	04/21/2015	0
04/23/2015	314.00	ACH	P		N	EXAD	0000000354	314.00			EX00097316	04/21/2015	0

Click on image to enlarge





# Payment Check Cashing Results Query

This query will give the ledger cash balance for a given date and also the vouchers/expenses that passed or failed the cash check.

You can access this query using the following path:

**Main Menu > Reporting tools > Query > Query Viewer > V\_AP\_PYMNT\_CASH\_CHECK\_RESULTS**

**V\_AP\_PYMNT\_CASH\_CHECK\_RESULT - Payment Cash Check Results**

Run Date:

GL Unit:

Fund (Enter % for all values):

View By:

All Transactions

Report Option:

Summary

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (7 kb)

View All

First1-13 of 13Last

	Row Identifier	Run Date	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID	Schd Pay Date	Payment Method	Payee
1	Summary	04/23/2015	70100	01000	101010	2015	N	N	Y	22313313.04	0.00	22313313.04	22309629.26	4570.29	0.00						
2	Summary	04/23/2015	70100	02320	101010	2015	N	N	N	2057807.48	0.00	2057807.48	2057807.48	0.00	0.00						
3	Summary	04/23/2015	70100	02550	101010	2015	N	N	N	376057.30	0.00	376057.30	376057.30	0.00	0.00						
4	Summary	04/23/2015	70100	02570	101010	2015	N	N	N	1386385.20	0.00	1386385.20	1386385.20	0.00	0.00						
5	Summary	04/23/2015	70100	02700	101010	2015	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						

Click on image to enlarge



# Online Inquiries

---

Two frequently used Expenses online inquiries include:

- Employee Payment History
- Employee Expense History
- Payment Cash Check Results
- Payment Cash Check Review Results by Transaction

You must be a proxy to view an employee's data for these online inquiries.



# Payment History

The **Employee Payment History** inquiry displays information about the history of payments for an employee. You can navigate to this online inquiry using the following path:

**Main Menu > Employee Self Service > Travel and Expenses > Review Payments**

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Review Payments](#)

Employee Expense Payment

**Employee Payment History**  
CLARK S KENT

Payment Information

**Payment Date:** 09/13/2013  
**Payment Status:** Paid  
**Payment Amount:** 41.82 USD  
**Payment Reference:** 80025919

[Payee Address](#)

Payments

Type	ID	Description	Status	Created	Amount	Currency
Expense Report	<a href="#">0000029059</a>	Cardinal Training	Paid	09/13/2013	41.82	USD

[Return to Travel and Expense Center](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)



# Employee Expense History

The **Employee Expense History** inquiry displays a history of the Expense Reports you have submitted and their status. This inquiry also includes links to other pages for more details. You can navigate to this online inquiry using the following path:

**Main Menu > Employee Self Service > Travel and Expenses > Review Expense History**

Favorites

Main Menu > Employee Self-Service > Travel and Expenses > Review Expense History

## Employee Expense History

CLARK S KENT

Expense Dates

From Date:

12/10/2012

Through Date:

12/10/2013

Transaction Type:

All

Search

Expense History

Type	ID	Description	Submitted Date	Status	From Date	Through Date	Submitted Amount	
Expense Report	<a href="#">0000029059</a>	Cardinal Training	09/13/2013	<a href="#">Paid</a>	09/09/2013	09/12/2013	41.82	USD

[Return to Travel and Expense Center](#)



# Payment Cash Check Results

The **Payment Cash Check Results** page provides users with the ability to review the details of results for the daily Payment Cash Checking process.

You can navigate to this inquiry using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check Results**

Navigation: Favorites | Main Menu > Accounts Payable > Payments > Payment Cash Check > Payment Cash Check Results

---

**Payment Cash Check Results**

GL Business Unit	15100	Department of Accounts
Fund	01000	General Fund
Account	101010	Cash With The Treasurer Of VA
Run Date	04/13/2015	

**Filter Option**  
☒ All Transactions  
☐ Failed Transactions  
☐ Passed Transactions

---

**Payment Cash Check Results** Find | View All First 1 of 1 Last

Fiscal Year 2015

☐ Bypass Cash  
☐ Override Cash  
☒ Apply Fiscal Year

Cash Check Beg Balance	3,946,194.67	04/13/2015 6:59:38PM
Cash Passed Amt		
Cash Failed Amt		
Calculated End Balance	3,946,194.67	
Batch End Ledger Balance	3,946,194.67	04/14/2015 12:01:05AM
Variance Amount		

Error Message

**Transaction List**

**Vouchers** Customize | Find | View All | First 1 of 1 Last

Voucher Details Amount Details Error Message [TEST]

Business Unit	Voucher	Processing Rule
1		

**Expense Reports** Customize | Find | View All | First 1 of 1 Last

Expn Details Amount Details Error Message [TEST]

SheetID	Processing Rule
1	

**Advance** Customize | Find | View All | First 1 of 1 Last

Advances Details Amount Details Error Message [TEST]

Advance Id	Processing Rule
1	

Click on image to enlarge



# Payment Cash Check - Review Results by Transaction

The **Review Results by Transaction** page provide users with the payment cash check results for a particular transaction for a particular run date.

You can navigate to this inquiry using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check > Review Results by Transaction**

Favorites | Main Menu > Accounts Payable > Payments > Payment Cash Check > Review Results by Transaction

Review Results By Transaction

**Business Unit** 15100  
**Voucher Id** 00000950  
**Remit Vendor** 0000031103 Department of General Services  
**Payment Amount** 282.50  
**Budget Status** Valid **Approval Status** A  
**Scheduled Pay Dt** 04/23/2015 **Due Date** 04/09/2015

**Distribution Details** Customize | Find | View All | First 1-2 of 2 Last

Line Number	Distribution Line	Fund	Bypass Cash	Override Cash	Cash Check Status	Passed Amount	Failed Amount
1		1 01000	<input type="checkbox"/>	<input type="checkbox"/>	Passed	153.84	
2		1 06080	<input type="checkbox"/>	<input type="checkbox"/>	Passed	128.66	



## Lesson 4: Summary

---

In this lesson, you learned how to:

- Use key reports, queries and online inquiries



# Course Summary

---

In this course, you learned how to:

- Understand key travel and expense concepts
- Understand the business processes in the Expenses module
- Explain the processes for interfaced cash advances and expense reports
- Create and submit a Cash Advance request online
- View Cash Advance status
- Create and submit an Expense Report online
- View Expense Report status
- Access key reports, queries and online inquiries





# Course Completion

You have completed the **SW AP315B: Interface Expense Processing** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **Exit Course** button.



Click the **Next** button if you wish to view the **Appendix** section of this course.



# Appendix

---

- Key Terms
- Integration with Accounts Receivable – Funds Receipts
- Expense Process Flow Diagram
- Screens and Descriptions
- Diagrams and Screenshots



# Key Terms

---

**Cash Advance** – A request made by an employee for an advance on an anticipated expense.

**Employee Profile** – Employee data that is set up and used to correctly route employee Travel Authorizations and Expense Reports through workflow for approval, and also to send related payments to the correct mailing address or bank (if employee is set up for electronic payments). An Employee Profile must exist to process any expense transactions.

**Expenses** – Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses.

**Expense Report** – A report of expenses incurred by an employee. The report must include details of each expense. The details from the Travel Authorization (if applicable) can be copied into the Expense Report. If a Cash Advance was provided, the employee applies the amount of the Cash Advance to the Expense Report.

**Expense Type** – A field Expense Reports that identifies the category of expense. When an Expense Report is uploaded, the **Expense Type** is **Interfaced**. If an interfacing agency creates an Expense Report online the **Expense Type** is **Other Employee Reimbursements**.



## Key Terms (continued)

---

**Non-Reimbursable Expense** – Expense paid by the agency through direct billing or 3rd party that needs to be identified as part of the total cost of travel.

**Payment Cash Checking** – A process to ensure all payments, including vouchers, employee expenses and cash advances are checked against available cash before being released for payment each night.

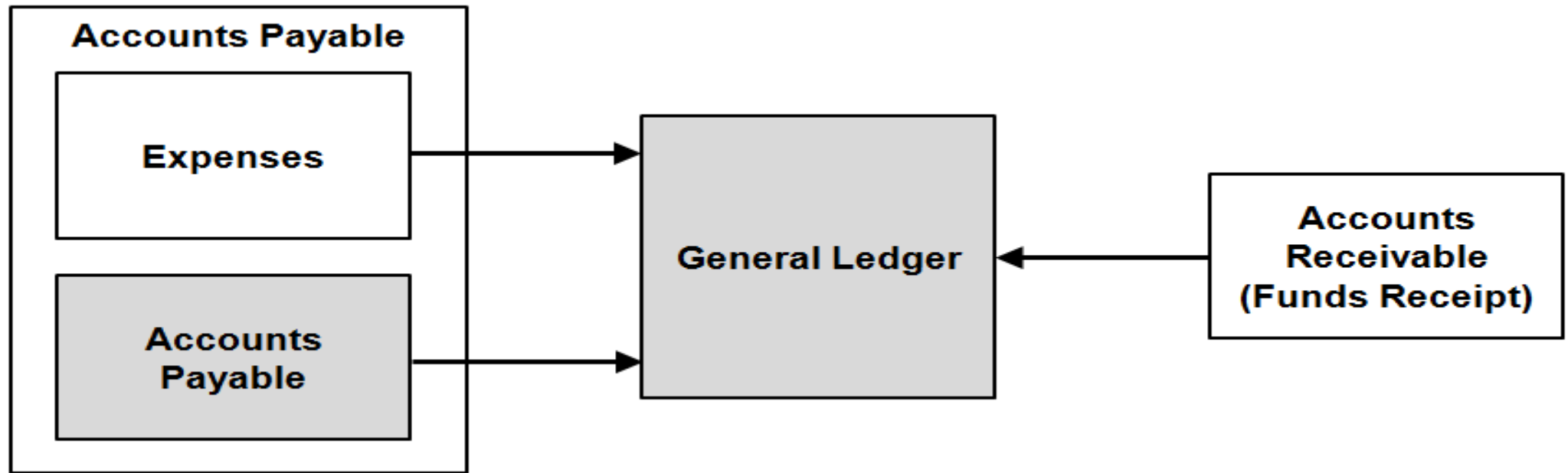
**Proxy** – A user authorized to create and view expense transactions for an employee. Each employee must have one or more proxies.

**Travel Authorization** – A request made through Cardinal for permission to travel. Travel Authorizations cannot be uploaded into Cardinal or used to populate Expense Reports that are uploaded into Cardinal. To get more information about Travel Authorizations, see the course entitled **SW AP315A Processing Employee Expenses for Online Agencies**.



# Integration with Accounts Receivable

If you owe money for an outstanding Cash Advance after submitting your Expense Report, Accounts Receivable processes repayment once it is received.





# Create Cash Advance Report Page

Favorites Main Menu > Employee Self-Service



---

**Travel & Expenses - Cash Advance Report**  
**Create Cash Advance Report**

CLARK S KENT Advance ID: NEXT [Attachment](#)  
[User Defaults](#)

**General Information**

\*Description: Business Writing Seminar Comment:   
\*Business Purpose: Training Reference:

[Import ATM Advances](#)  

**Details** [Customize](#) | [Find](#) | [First](#) 1 of 1 [Last](#)

*Source	Description	*Amount	Currency	Apply Tax		
System Check	Meals	89.00	USD	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Totals**

Advance Amount: 0.00 USD

[Return to Travel and Expense Center](#)



# Create Cash Advance Report Page Descriptions

---

**Description/Business Purpose:** Enter a description for the advance and select the appropriate Business Purpose. If you link to this page from a Travel Authorization, these fields default from your Travel Authorization entries.

**Comment/Reference:** Enter any additional information about the advance, or specific reference numbers that might be required. For example, you might want to enter the Authorization ID of the associated Travel Authorization, so you can make sure to apply the advance correctly on the subsequent Expense Report.

**Attachments Link:** Click this link to display a page where you can add attachments to the Cash Advance request.

**Details Line:** The **Source** defaults to **System Check** and cannot be changed. Enter an additional **Description** if needed, and enter the requested **Amount**.

**Save for Later/Submit:** Click **Save for Later** if you do not want to submit the request at this time, or **Submit** to save it and submit it for approval.



# Expense Report Entry Page

Favorites Main Menu > Employee Self-Service

---

## Create Expense Report

### Expense Report Entry

CLARK S KENT [User Defaults](#) Report ID: NEXT [Attachment](#)

**General Information**

\*Description: Business Writing Comment:

\*Business Purpose: Training Reference:

Default Location: Virginia Beach

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) |  1-4 of 4

Select	*Expense Type▲	*Expense Date▲	*Amount Spent	*Currency	*Payment Type	*Billing Type				
<input type="checkbox"/>	Other Employee Reimb ▼	06/01/2015 <input type="text"/>	200.00	USD <input type="text"/>	Check ▼	Billable ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>									<input type="button" value="+"/>
	<input type="text"/>									<input type="button" value="+"/>
	<input type="text"/>									<input type="button" value="+"/>

**Totals**

Employee Expenses:	200.00 USD	Due Employee:	200.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

[Return to Cash Advance](#)





# Expense Report Entry Page Descriptions

---

**Attachments link:** Click this link to display a page where you can add attachments, such as scanned receipts, to the Expense Report.

**Description / Business Purpose:** These are required fields and are copied from the source document if you specified one.

**Comment / Reference:** These fields are optional and allow you to enter additional notes or information about the expense.

**Accounting Defaults link:** Allows you to view the accounting defaults that are setup on the employee profile.

**More Options drop-down menu:** Allows access to see a printable version of the Expense Report. The **Expense Report Project Summary** is not applicable.

**Apply Cash Advance(s) link:** Click this hyperlink to display the page where you apply any outstanding Cash Advances to the Expense Report.



# Expense Report Entry Page Descriptions (continued)

---

**Tabs above lines:** Click these tabs to enter details about the expense on each line, starting with the **Overview** tab and then moving left to right. The tabs that contain required fields are indicated by asterisks (\*) before their names. The required tabs vary depending on Expense Type.

**Expense Lines:** Fields for expense details appear here. As you select different tabs, some fields change to match the subjects of the tabs.

**Accounting Detail icon:** These icons appear only on the **Overview** tab. Click the icon on each line to enter, display, or change the accounting details on the line.

**Green Arrow icon:** These arrows allow you to move from tab to tab in place of clicking the tabs.

**Employee Expenses:** The total of all expenses.

**Non-Reimbursable Expenses:** Any expense that is prepaid or direct billed to the agency and will not be an out-of-pocket expense reimbursement to the employee. This field reflects the total amount of expenses that have been indicated as non-reimbursable on the Expense Report. These lines will not be paid to the employee and accounting entries will not be created for them.



# Expense Report Entry Page Descriptions (continued)

---

**Prepaid Expenses:** This field is not used in Cardinal

**Employee Credits:** This field is not used in Cardinal.

**Vendor Credits:** This field is not used in Cardinal.

**Cash Advances Applied:** Any Cash Advance received for this travel and applied to this Expense Report.

**Due Employee:** Equals **Employee Expenses** less any **Cash Advances Applied**.

**Due Vendor:** This field is not used in Cardinal.



# Apply Cash Advance(s) Page

Favorites Main Menu > Employee Self-Service

## Create Expense Report

### Apply Cash Advance(s)

CLARK S KENT

Report ID:

NEXT

#### Cash Advance Information

*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applied		
0000000338	96.00	0.00	USD	1.00000000	96.00	USD	-

Add Cash Advance

Update Totals

Total Advance Applied: 96.00 USD

Total Employee Expenses: 200.00 USD

Total Due Employee: 104.00 USD

OK



# Apply Cash Advance(s) Page Descriptions

---

**Advance ID:** Enter or select the ID for the Cash Advance to be applied.

**Advance Amount:** After you select the advance, the total amount of the advance appears in this field.

**Balance:** The remaining balance on the Cash Advance after the advance has been applied to an Expense Report.

**Total Applied:** This field defaults to the amount of the Cash Advance. If you need to apply a portion of the total advance amount to the Expense Report, enter the appropriate amount in this field. For example, if the total expenses on the Expense Report are less than the Cash Advance amount, you need to adjust the **Total Applied** field to match the total expenses.

**Delete row icon (-):** If you need to remove the advance from the Expense Report, click the **Delete row** icon.

**Add Cash Advance:** Click this button to add another Cash Advance to the Expense Report.

**Update Totals:** Click this button to update the totals below. This indicates of how the amount owed to you, if any. Note that if you return to the Expense Report and make any changes to the items, this value is no longer be correct, and you may need to update the **Apply Cash Advance(s)** page.



# Create Cash Advance Report Page

Favorites Main Menu > Travel and Expenses


---




**Travel & Expenses - Cash Advance Report**





**Create Cash Advance Report**



CLARK S. KENT      Advance ID:      NEXT      [Attachment](#)  
[User Defaults](#)

▼ General Information

\*Description:       Comment:    
\*Business Purpose:       Reference:

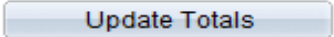
[Import ATM Advances](#)        

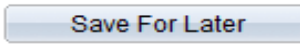
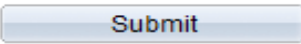
Details [Customize](#) | [Find](#) |  |  First  1 of 1  Last

*Source	Description	*Amount	Currency	Apply Tax		
<input type="text"/>	<input type="text"/>	0.00	USD	<input type="checkbox"/>		

Totals

Advance Amount: 0.00 USD



Click on image to return



# Create Cash Advance Report Page (continued)

Favorites | Main Menu > Employee Self-Service



---



**Travel & Expenses - Cash Advance Report**



**Create Cash Advance Report**




CLARK S. KENT      Advance ID:      NEXT      [Attachment](#)  
[User Defaults](#)

**General Information**

*Description:	Business Writing Seminar	Comment: 
*Business Purpose:	Training	
		Reference: 

[Import ATM Advances](#)       

**Details**      Customize | Find |  |       First 1 of 1 Last

Source	Description	*Amount	Currency	Apply Tax	Line Added by Approver	Date Added		
System Check	Meals for 2 days	80.00	USD					

**Totals**

Advance Amount:      80.00    USD

[Update Totals](#)

[Save For Later](#)      [Submit](#)

[Return to Travel and Expense Center](#)

Click on image to return



# Viewing Cash Advance Status

Favorites | Main Menu > Employee Self-Service



## Travel & Expenses - Cash Advance Report


### View Cash Advance Report


CLARK S KENT      Advance ID: 0000000113      [Attachment](#)  
[User Defaults](#)

**General Information**

Description:	Business Writing Seminar	Comment:		
Business Purpose:	Training	Reference:		
Status:	Submitted for Approval	Post State:	Not Applied	
Accounting Date:	12/10/2013	Last Updated:	12/10/2013	By: VPH82737


 

**Details**      [Customize](#) | [Find](#) |  First 1 of 1 Last


*Source	Description	*Amount	Currency	Apply Tax
System Check	Meals for 2 days	80.00	USD	

**Totals**

Advance Amount:	80.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	80.00 USD
Payments Received:	0.00 USD		

**Pending Actions**      [Customize](#) | [Find](#) |  First 1-3 of 3 Last

Profile	Name	Action	Date/Time
Expense Reviewer	DOE, JOHN		
Agency Head	DOE, JANICE		
Expense Coordinator	BARKER, BOB P		

**Action History**      [Customize](#) | [Find](#) |  First 1 of 1 Last

Profile	Name	Action	Date/Time
	KENT, CLARK S	Submitted	12/10/2013 9:23:47AM

[Return to Travel and Expense Center](#)

Click on image to return





# General Information Section

Favorites | Main Menu > Employee Self-Service

---

## Create Expense Report

### Expense Report Entry

CLARK S KENT User Defaults Report ID: NEXT Attachment

**General Information**

\*Description: Business Writing  
\*Business Purpose: Training  
Default Location: Virginia Beach

Comment:  
Reference:

Accounting Defaults Apply Cash Advance(s) More Options: GO

**Details** Customize | Find | View All | First 1-4 of 4 Last

\*Overview Detail Location Merchant Air/Hotel Mileage Per Diem \*Currency FEED

Select	*Expense Type▲	*Expense Date▲	*Amount Spent	*Currency	*Payment Type	*Billing Type						
												+
												+
												+
												+

Copy Selected Delete Selected Check For Errors New Expense Add

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary Printable View

[Return to Travel and Expense Center](#)

Click on image to enlarge



# General Information Section

Favorites Main Menu > Employee Self-Service

## Create Expense Report

### Expense Report Entry

CLARK S KENT [User Defaults](#) Report ID: NEXT [Attachment](#)

**General Information**

\*Description: Business Writing  
\*Business Purpose: Training  
Default Location: Virginia Beach

Comment:  
Reference:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

**Details** Customize | Find | View All | First 1-4 of 4 Last

Select	*Expense Type▲	*Expense Date▲	*Amount Spent	*Currency	*Payment Type	*Billing Type				
										+
										+
										+
										+

Copy Selected Delete Selected Check For Errors New Expense Add

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary Printable View

[Return to Travel and Expense Center](#)

Click on image to enlarge



# Accounting Detail Page

[Favorites](#) [Main Menu](#) > [Employee Self-Service](#)

Create Expense Report

Accounting Detail

KEVITA F CLAYBORNE

Report ID: NEXT

This is the accounting detail for expense type Other Employee Reimbursements with a transaction date of 2015-06-01 in the amount of 200 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults'

Restore Defaults

Estimated Tax:

Total Distribution:

Accounting Detail

Set Personalizations | Find | First 1-2 of 2 Last

General Ledger ChartFields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost C
127.55	15100	200.00	USD	1.00000000		5012850	01000	799001	92100	
72.45	15100		USD	1.00000000		5012820	01000	799001	92100	

Add ChartField Line

Refresh

OK

Click on image to return



# Viewing an Expense Report Status

Favorites | Main Menu > Employee Self-Service

---

## View Expense Report

### Expense Report Detail

CLARK S KENT [User Defaults](#) Report ID: 0000057353 [Attachment](#)

**General Information**

Description:	Business Writing	Comment:	<input type="text"/>
Business Purpose:	Training	Reference:	
Status:	Pending	Last Updated:	06/04/2015 By: VPH82737
Default Location:	Virginia Beach		
Post State:	Not Applied		

Accounting Defaults **More Options:**

**Details** [Customize](#) | [Find](#) | [View All](#) |  |  First 1 of 1 Last

*Overview	*Detail	Location	Merchant	Air/Hotel	Mileage	Per Diem	*Currency		
		*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
	Other Employee Reimbursements	06/01/2015	200.00	USD	Check	Billable			<input type="button" value="Search"/>

**Totals**

Employee Expenses:	200.00	USD	Due Employee:	200.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

[Return to Expense Report](#)

Click on image to return



# Posted Cash Advance Extract

## V\_AP\_POSTED\_ADV - Posted Cash Advance Extract

Business Unit: 15100

Journal From Date: 01/01/2015

Journal From To: 06/08/2015

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

	GL Business Unit	Advance ID	Employee ID	Employee Name	Advance Name	Business Purpose	Comments	Reference ID	Creation Date	Submit Date	Accounting Date	Advance Status	Posted Status	Associated Travel Auth ID	Balance	Total Amt	Line	Line Amt	Descr
1	15100	0000000269	00616617900	Lane, Lois	CASH ADVANCE STAFF TRAINING	00010			01/20/2015	01/20/2015	01/20/2015	Reconciled	Posted		0.00	576.30	1	576.30	TRAINING

First 1-1 of 1 Last

Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq.
1	576.30	131050	01000	737001	95400										EX00070999	01/20/2015	01/20/2015	2	0

Click on image to return



# Posted Expense Report Extract

## V\_AP\_POSTED\_EXP\_N - Posted Expense Report Extract

GL Business Unit:

Journal Date From:

Journal Date To:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (230 kb)

[View All](#)

	GL Business Unit	Expense Report Number	Employee ID	Employee Name	Sheet Name	Business Purpose	Comments	Creation Date	Submit Date	Entered by Userid	Approval Date	Accounting Date	Sheet Status	Associated Advance ID	Associated Advance Amt	Expense Line	Expense Type
1	15100	0000050287	00198478000	Doe, John	TRAINING	00005	ACCELERATED TRAINING	01/06/2015	01/09/2015	RBF93774	01/09/2015	01/09/2015	Paid			1	LODGING
2	15100	0000050287	00198478000	Doe, John	TRAINING	00005	ACCELERATED TRAINING	01/06/2015	01/09/2015	RBF93774	01/09/2015	01/09/2015	Paid			2	LODGFEE

Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq
1	139.00	5012270	06090	711008	95700	EX00068598	01/09/2015	01/09/2015	1	0
1	20.85	5012270	06090	711008	95700	EX00068598	01/09/2015	01/09/2015	3	0

[Click on image to return](#)




# Posted Payments Query

## V\_AP\_POSTED\_PYMNTS - Posted Payments Query

Business Unit:  

Date From:  



Date To:  

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (239 kb)

[View All](#)

	AP/GL Business Unit	Payment ID	Remit Vendor ID	Vendor Location	Employee ID	Vendor or Employee Name	Payee Address Line 1	Payee Address Line 2	Vendor Location Identification	City	State	Zip Code	Country
1	70100	80072235			00160173800	ABC Office				Richmond	VA	23860	USA
2	70100	80072602			00134312900	Jane Doe				Concord	NC	27502	USA
3	70100	80072663			00439660100	Computer Aid				Richmond	VA	24501	USA

First  1-100 of 231  Last

Payment Date	Payment Amount	Payment Method	Payment Status	Cancel Date	Cancel Action	Source Transaction	Document ID	Paid Amount	Invoice ID	Customer Acct Number	Journal ID	Journal Date	Unpost Sequence
04/21/2015	313.12	ACH	P		N	EXAD	0000000349	313.12			EX00096642	04/17/2015	0
04/23/2015	314.00	ACH	P		N	EXAD	0000000353	314.00			EX00097316	04/21/2015	0
04/23/2015	314.00	ACH	P		N	EXAD	0000000354	314.00			EX00097316	04/21/2015	0

Click on image to return





# Payment Cash Check Results

## V\_AP\_PYMNT\_CASH\_CHECK\_RESULT - Payment Cash Check Results

Run Date:

GL Unit:

Fund (Enter % for all values):

View By:

Report Option:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (7 kb)

[View All](#)

First [1-13 of 13](#) Last

	Row Identifier	Run Date	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID	Schd Pay Date	Payment Method	Payee
1	Summary	04/23/2015	70100	01000	101010	2015	N	N	Y	22313313.04	0.00	22313313.04	22309629.26	4570.29	0.00						
2	Summary	04/23/2015	70100	02320	101010	2015	N	N	N	2057807.48	0.00	2057807.48	2057807.48	0.00	0.00						
3	Summary	04/23/2015	70100	02550	101010	2015	N	N	N	376057.30	0.00	376057.30	376057.30	0.00	0.00						
4	Summary	04/23/2015	70100	02570	101010	2015	N	N	N	1386385.20	0.00	1386385.20	1386385.20	0.00	0.00						
5	Summary	04/23/2015	70100	02700	101010	2015	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						

Click on image to return





# Expense Report Upload Error Report



Report ID: AP966

## Commonwealth of Virginia VOUCHER UPLOAD ERROR REPORT

Run Date: 03/19/2015  
Run Time: 08:22 00

Page No. 1 of 12

Submitting GL BU: 13600  
Upload Date Range: 01-JAN-2015 to 31-MAR-2015

File Name: 13600\_AP964\_IN\_02042015\_1019\_001.dat  
Upload Date: 04-FEB-2015

No Vendor Errors Found.

Total Vendors Submitted: 0  
Total Vendors with Errors: 0  
Total Vendors loaded Successfully: 0

Voucher BU: 13600

Agency Voucher ID	Voucher Line Num	Distrib Line Num	Error Field Name	Field Value	Error Description
0433754	0	0	VOUCHER_ID	0433754	Duplicate Invoice ID found in Cardinal for Business Unit : 13600, Vendor ID: 0000113785 and Invoice ID: 8004222319SCTO-20140901.
0433754	1	1	MERCHANDISE_AMT	0	No value provided for required field: MERCHANDISE_AMT (Voucher Dist record)

Total Vouchers Submitted: 1  
Total Vouchers with Errors: 1  
Total Vouchers loaded Successfully: 0

File Name: 13600\_AP964\_IN\_02042015\_1019\_001.dat  
Upload Date: 13-MAR-2015

File Rejected: Duplicate file found.

File Name: 13600\_AP964\_IN\_02052015\_1542\_001.dat  
Upload Date: 05-FEB-2015

No Vendor Errors Found.

Total Vendors Submitted: 0  
Total Vendors with Errors: 0  
Total Vendors loaded Successfully: 0

Click on image to return



# Payment Cash Check Results

Navigation: Favorites | Main Menu > Accounts Payable > Payments > Payment Cash Check > Payment Cash Check Results

**Payment Cash Check Results**

**GL Business Unit** 15100      **Department of Accounts**  
**Fund** 01000      **General Fund**  
**Account** 101010      **Cash With The Treasurer Of VA**  
**Run Date** 04/13/2015

**Filter Option**  
☒ All Transactions  
☐ Failed Transactions  
☐ Passed Transactions  
[Filter](#)

**Payment Cash Check Results** Find | View All | First 1 of 1 Last

**Fiscal Year** 2015

**Cash Check Beg Balance** 3,946,194.67 04/13/2015 6:59:38PM

**Cash Passed Amt**  
**Cash Failed Amt**

**Calculated End Balance** 3,946,194.67  
**Batch End Ledger Balance** 3,946,194.67 04/14/2015 12:01:05AM  
**Variance Amount**

**Error Message**

**Transaction List**

**Vouchers** Customize | Find | View All | First 1 of 1 Last  
Voucher | Details | Amount Details | Error Message | [TEST]

Business Unit	Voucher	Processing Rule
1		

**Expense Reports** Customize | Find | View All | First 1 of 1 Last  
Expn | Details | Amount Details | Error Message | [TEST]

SheetID	Processing Rule
1	

**Advance** Customize | Find | View All | First 1 of 1 Last  
Advances | Details | Amount Details | Error Message | [TEST]

Advance Id	Processing Rule
1	

Click on image to return

# End of Appendix Section

This is the end of the appendix section for **SW AP315B: Interface Expense Processing** course.



Click the **Exit Course** link at the top right hand corner of this page to exit the course.